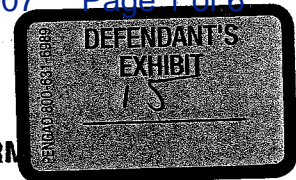




THE CITY OF DOTHAN

EMPLOYEE JOB PERFORMANCE EVALUATION FORM



| | | | |
|------------------------|---------------------|----------------|--------------|
| NAME | | PERIOD COVERED | |
| BRACKIN MARY E | | 11-05-2001 | |
| DUE IN PERSONNEL | | TYPE | STATUS CODE |
| 11-05-2001 | | D | CB |
| SOCIAL SECURITY NUMBER | DEPARTMENT | | EVALUATOR(S) |
| 416-17-1297 | JUDICIAL DEPARTMENT | | |
| JOB TITLE | HIRE DATE | STATUS DATE | ANN DATE |
| 00010 MAGISTRATE | 05-01-1992 | 04-22-2001 | PT 05/01 |

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

| | | | |
|-------------------------------------------------------------------|--|--|---------------------------------------------------------------------------------------------|
| RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL | | | |
| SECTION I | | | |
| BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE | | | CHECK APPROPRIATE RATING |
| TASK 1: COMMENTS | | | 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> |
| TASK 2: COMMENTS | | | 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> |
| TASK 3: COMMENTS | | | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| TASK 4: COMMENTS | | | 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> |
| TASK 5: COMMENTS | | | 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> |
| TASK 6: COMMENTS | | | 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> |
| TASK 7: COMMENTS | | | 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> |
| TASK 8: COMMENTS | | | 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> |
| TASK 9: COMMENTS | | | 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> |
| TASK 10: COMMENTS | | | 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> |
| NUMBER OF TASKS RATED ON: 9 | | | TOTAL RATING SECTION I 18 |

SECTION II - TO BE COMPLETED BY EVALUATING SUPERVISOR

RATE EMPLOYEE BY CHECKING APPROPRIATE RATING (1 - 3) ON EACH FACTOR BELOW. COMMENTS MUST ACCOMPANY EACH RATING OF UNSATISFACTORY OR EXCEPTIONAL.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------|-------------------------------------------------------------------|
| 1. QUALITY OF WORK COMMENTS: | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> |
| 2. INITIATIVE COMMENTS: | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> |
| 3. COOPERATION COMMENTS: | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> |
| 4. SAFETY CONSCIOUSNESS COMMENTS: | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> |
| 5. QUANTITY OF WORK COMMENTS: | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> |
| 6. JOB KNOWLEDGE COMMENTS: | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> |
| 7. DEPENDABILITY COMMENTS: | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> |
| 8. DEALING WITH THE PUBLIC COMMENTS: <i>Recently, there have been complaints from attorneys regarding the way they were talked to by Mary Beth.</i> | 1 <input checked="" type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| RECORD THE NUMBER OF TASKS RATED ON IN SECTION II HERE \blacktriangledown : | 8 | | RECORD TOTAL RATING FOR SECTION II HERE \blacktriangledown : 15 |

SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR

TO DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING, DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

| | RATING | | TASKS | | |
|--------------|--------|---|-------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SECTION I | 18 | | 9 | | HAS EMPLOYEE BEEN PROMOTED, DEMOTED, TRANSFERRED OR HAD A SIMILAR CHANGE IN POSITION OR SUPERVISION DURING THIS RATING PERIOD? IF YES, EACH SUPERVISOR COMPLETES A PERFORMANCE EVALUATION FORM FOR EACH SUCH OCCURRENCE AND THE CURRENT SUPERVISOR AVERAGES THE SCORES TO DETERMINE THE EMPLOYEE'S TOTAL SCORE FOR THE RATING PERIOD. |
| SECTION II + | 15 | | 8 | | |
| TOTAL = | 33 | ÷ | 17 | = | |
| | | | | TOTAL SCORE | |

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

USE THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OR SECTION II OR TO DOCUMENT SEPARATE RATINGS.

November 14, 2001

EVALUATION – MARY BETH BRACKIN


AREAS THAT NEED IMPROVEMENT:

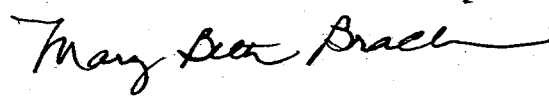
1. Interaction with co-workers and the public.
2. Know limits of advising public of their rights and giving them the information they need to make decisions effecting their case.

RECOMMENDATIONS FOR IMPROVEMENT:

1. Realization that tone of voice and attitude are important in conveying messages.
2. Develop the ability to give defendants all necessary information regarding the charges against them, the court processes, and their options without appearing to make suggestions or helping to make decisions for them.

This has been discussed today with plans established for improvement in these areas.


Donna Nicholson


Mary Beth Brackin

PERFORMANCE EVALUATION INFORMATION

| | | |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AUTHORITY: | (1) CIVIL SERVICE ACT, SECTION 9, PERSONNEL DIRECTOR (2) PERSONNEL RULES AND REGULATIONS VII - JOB PERFORMANCE EVALUATIONS | |
| EMPLOYEE STATUS CODES: | CA - REGULAR FULL TIME CB - PROBATIONARY FULL TIME CC - PART TIME | |
| TYPES OF PERFORMANCE EVALUATIONS: | <p>ANNUAL TYPES: G - ANNUAL PERFORMANCE EVALUATION</p> <p>6 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) C - PROBATION II/REGULAR STATUS (END OF SECOND 3 MONTHS)</p> <p>12 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) D - PROBATION II (END OF SECOND 3 MONTHS) E - PROBATION III (END OF THIRD 3 MONTHS) F - PROBATION IV/REGULAR STATUS (END OF FOURTH 3 MONTHS)</p> <p>*SECTION 7-40 TYPES: SA - END OF FIRST TWO MONTHS SB - END OF SECOND TWO MONTHS SC - END OF THIRD TWO MONTHS</p> <p>*PERSONNEL RULE 7-40</p> | |
| DEFINITION OF PERFORMANCE LEVELS | UNSATISFACTORY | PERFORMANCE CONSISTENTLY FAILS TO MEET JOB REQUIREMENTS |
| | SATISFACTORY | PERFORMANCE CONSISTENTLY MEETS JOB REQUIREMENTS |
| | EXCEPTIONAL | PERFORMANCE CONSISTENTLY EXCEEDS JOB REQUIREMENTS |
| DEFINITION OF SECTION II FACTORS | QUALITY OF WORK | EXTENT TO WHICH WORK IS ACCURATE, COMPLETE, TIMELY, THOROUGH, ERROR FREE, ORGANIZED, ETC. |
| | INITIATIVE | EXTENT TO WHICH EMPLOYEE IS A SELF STARTER, TAKES RESPONSIBILITY IN COMPLETING WORK WITHOUT BEING DIRECTED; SEEKS TO IMPROVE WORK METHODS OR PROCEDURES. |
| | COOPERATION | EXTENT TO WHICH EMPLOYEE SHOWS INTEREST IN AND ENTHUSIASM FOR WORK; TEAM SPIRIT; COOPERATIVE WITH COWORKERS AND SUPERVISOR(S). |
| | SAFETY CONSCIOUSNESS | AWARE OF SAFE WORK PRACTICES; DEMONSTRATES SAFE WORK PRACTICES AND EXHIBITS UNDERSTANDING OF IMPORTANCE OF SAFETY IN PERFORMANCE OF ASSIGNMENTS. |
| | QUANTITY OF WORK | AMOUNT OF WORK PERFORMED TO ACCOMPLISH JOB TASKS IN A TIMELY AND ACCURATE MANNER. |
| | JOB KNOWLEDGE | EXTENT TO WHICH EMPLOYEE EXHIBITS UNDERSTANDING OF FUNDAMENTAL PRINCIPLES AND PRACTICES ASSOCIATED WITH THE JOB AND THE ACTIONS NECESSARY TO APPLY THEM TO ACCOMPLISH JOB. |
| | DEPENDABILITY | RELIABLE, PUNCTUAL, GOOD ATTENDANCE, MEETS DEADLINES WITHOUT SACRIFICING ACCURACY OR QUALITY; CARRIES ASSIGNMENTS THROUGH TO COMPLETION. |
| | DEALING WITH THE PUBLIC | EXTENT TO WHICH EMPLOYEE EFFECTIVELY INTERACTS WITH PUBLIC AND CUSTOMERS IN PERFORMANCE OF DUTIES. |
| | | |

SECTION III (CONTINUED FROM PAGE 2)

EVALUATOR'S COMMENTS: MaryBeth is a good dependable worker who is very efficient. She does need to realize that the manner in which she sometimes talks to people can be considered argumentative or abrasive. She needs to improve in this area.

EVALUATING SUPERVISOR SIGNATURE

Donna Nicholson

DATE

11/14/01

SECTION IV - REVIEWING DIVISION HEAD OR NEXT HIGHER REVIEWING SUPERVISORY LEVEL

REVIEWER'S COMMENTS:

I am hopeful that Mary Beth will take very seriously the need to not only improve the manner in which she communicates with people but also to people can be considered argumentative or abrasive. With the ex-

REVIEWER'S SIGNATURE

DATE

SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY.

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT?

YES ☐ NO ☐

IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION.

IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE A STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:

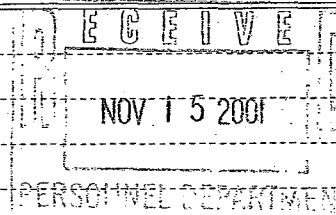
APPROVING AUTHORITY SIGNATURE

DATE

SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:

Concur



DATE OF PERFORMANCE INTERVIEW SESSION

EMPLOYEE'S SIGNATURE

Mary Beth Bracci

DATE

11-15-01

EVALUATING SUPERVISOR SIGNATURE

Donna Nicholson

DATE

11/15/01

SECTION VII - TO BE COMPLETED BY PERSONNEL

DATE / TYPE OF NEXT EVALUATION: DATE

11/15/01

TYPE:

E 1-28-02

SCORE

1.94 (64.67)

AVERAGE

66.67

STATUS CODE

REGULAR STATUS EFFECTIVE DATE

AS400

mm

Caption of this Area, Mary Beth
will make me of the best Magistrate
We have. Unfortunately, this is
a job that requires constant interaction
with co-workers, the public and
others. This area is as important to
what we do that if Mary Beth does
not improve in this area I will not
be able to recommend retention.

Yard